

Graduate Course Proposal Form Submission Detail

- EME6076

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Current Status: **Approved by SCNS - 2016-04-01**

Campus: **Sarasota**

Submission Type: **New**

Course Change Information (for course changes only):

Comments: **Approved by USFSM 1/29/16. To USF Syst 2/26/16. Ready for SCNS March7 pending Syst Concurrence Clearance. Approved eff 4/1/16**

1. Department and Contact Information

<u>Tracking Number</u> 5372	<u>Date & Time Submitted</u> 2016-01-19	
<u>Department</u>	<u>College</u> EM	<u>Budget Account Number</u> 172500004
<u>Contact Person</u> Sarah Fayard	<u>Phone</u> 9413594619	<u>Email</u> sarahfayard@sar.usf.edu

2. _____

3. Course Information

<u>Prefix</u>	<u>Number</u>	<u>Full Title</u>	
EME	6076	Introduction to Online Teaching and Learning	
Is the course title variable?			N
Is a permit required for registration?			N
Are the credit hours variable?			N
Is this course repeatable?			N
If repeatable, how many times?			0
<u>Credit Hours</u>		<u>Section Type</u>	<u>Grading Option</u>
4		D - Discussion (Primarily)	-

Abbreviated Title (30 characters maximum)

Online Teaching and Learning

<u>Course Online?</u>	<u>Percentage Online</u>
O - Online (100% online)	100

6. Prerequisites

7. Corequisites
8. Course Description
9. The course will explore the principles of the online teaching and learning community and instructor competencies used in facilitating online courses.

10. _____

11. **Justification**

A. Please briefly explain why it is necessary and/or desirable to add this course.

Replacing Selected Topics with Permanent number; already listed in program

B. What is the need or demand for this course? (Indicate if this course is part of a required sequence in the major.) What other programs would this course service?

The current course EDF 6931 has been offered as a special topics for 4 semesters. Changing it to a a new course would allow it to be a regular USFSM course. We are the only university in the system that has an online teaching and learning program therefore a new course is being proposed.

The program is growing since it began in spring 2014. We currently have about 20 students in the program and anticipate it will continue to grow as this field is in demand. This program is unduplicated in the system and no other course like it is listed. The course covers online pedagogy and the foundations of online instruction.

C. Has this course been offered as Selected Topics/Experimental Topics course? If yes, how many times?

Yes, 3 or more times

D. What qualifications for training and/or experience are necessary to teach this course? (List minimum qualifications for the instructor.)

A doctorate degree is required with 18 graduate credit hours in Instructional Technology.

12. **Other Course Information**

A. Objectives

1. Identify best practices and strategies for online teaching;
2. Research current theories and methods of online teaching;
3. Facilitate an online learning community;
4. Understand the basic legal issues of online teaching.

B. Learning Outcomes

1. Write their online philosophy of education in APA format;
2. Research using web resources;
3. Discuss online practices with peers;
4. Conduct a peer project evaluating an online course.

C. Major Topics

1. Best Practice of Online Teaching and Learning
2. The concept of Presence in the online learning community
3. Philosophies of online Learning
4. ADA, FERPA, copyright issues

D. Textbooks

Stavredes, T. (2011). *Effective Online Teaching: Foundations and Strategies for Student Success*

E. Course Readings, Online Resources, and Other Purchases

1. Basic computer skills. At a minimum, you must be able to:

- Browse the Internet using browsing software
- Save, find, and organize files and folders on your hard drive
- Send and receive files using email
- Use word processing software (Microsoft Word or compatible)

2. Reliable Internet access (you must provide your own Internet Service Provider). Important- A high speed connection is strongly recommended, as some course materials are offered as audio or video over the Internet. If you do not have a high speed Internet connection, you must have access to a computer with a high speed Internet connection several times throughout the course, so you may need to go to a campus or library to view the material.

3. Browser - Mozilla Firefox is preferred with CANVAS. You may experience difficulty accessing the course if you use Internet Explorer.

F. Student Expectations/Requirements and Grading Policy

You must participate in class discussions by posting at least three responses to another classmate per each DQ. Check Canvas for participation due dates for each topic. Each response is worth 3 points for a total of 9 possible points per DQ. You may be deducted participation credit if all your posts are written on one day so please space these out to allow for conversation. All responses must be substantive in nature which means, in the opinion of the instructor, they are significantly adding to the discussion. One or two sentence responses are not considered substantive. Substantive responses are about 75 words or more. You may include experiences, thoughts and opinions but remember to use a respectful tone. While an important teaching skill is critical reflection, which you are developing as you think, analyze and critique each other, you must be willing to respect the opinions and differences of others. Inappropriate tone or rude responses will not count for credit.

Note: Online Discussions are much like extended class sessions. Once the discussion is over and we have moved to the next one, I will not accept participation responses as the class is over.

G. Assignments, Exams and Tests

Online Philosophy 15 pts.

Discussions 25 pts.

Participation 45 pts.

Webliography 5 pts.

Team Project 10 pts.

H. Attendance Policy

Course Attendance at First Class Meeting – Policy for Graduate Students: For structured courses, 6000 and above, the College/Campus Dean will set the first-day class attendance requirement. Check with the College for specific information. This policy is not applicable to courses in the following categories: Educational Outreach, Open University (TV), FEEDS Program, Community Experiential Learning (CEL), Cooperative Education Training, and courses that do not have regularly scheduled meeting days/times (such as, directed reading/research or study, individual research, thesis, dissertation, internship, practica, etc.). Students are responsible for dropping undesired courses in these categories by the 5th day of classes to avoid fee liability and academic penalty. (See USF Regulation – Registration - 4.0101,

<http://usfweb2.usf.edu/usfgc/ogc%20web/currentreg.htm>)

Attendance Policy for the Observance of Religious Days by Students: In accordance with Sections 1006.53 and 1001.74(10)(g) Florida Statutes and Board of Governors Regulation 6C-6.0115, the University of South Florida (University/USF) has established the following policy regarding religious observances:
(http://usfweb2.usf.edu/usfgc/gc_pp/acadaf/gc10-045.htm)

In the event of an emergency, it may be necessary for USF to suspend normal operations. During this time, USF may opt to continue delivery of instruction through methods that include but are not limited to: Blackboard, Elluminate, Skype, and email messaging and/or an alternate schedule. It's the responsibility of the student to monitor Blackboard site for each class for course specific communication, and

the main USF, College, and department websites, emails, and MoBull messages for important general information.

I. Policy on Make-up Work

No work accepted after the last day of the course; 20% late penalty per day; Incompletes only if there is a passing grade at the consent of the instructor.

J. Program This Course Supports

This course supports the MA in General Education

13. Course Concurrence Information

The course will also service the Online Teaching and Learning certificate.